



**DEFENSE LOGISTICS AGENCY**  
**DEFENSE ENERGY SUPPORT CENTER**  
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IN REPLY  
REFER TO DESC-D

FEB 16 2005

**MEMORANDUM FOR DIRECTORS, COMMODITY BUSINESS UNITS  
AND SUPPORT OFFICES,  
COMMANDERS, DEFENSE ENERGY REGION/OFFICES**

**SUBJECT: DESC Telework Program**

I am committed to supporting the Telework program and offering each eligible employee the opportunity to participate. Telework has proven to be advantageous to increased mission support. It has also shown to be an effective recruiting and retention tool along with improving employee morale. Implementing this program will require both supervisors and employees to modify the way work is accomplished in its present form. A successful Telework program calls for initiative, bold ideas, and a change in workplace philosophy.

Effective immediately, the Director of Financial Operations (DESC-R) has the primary responsibility to ensure the Telework program is administered and managed IAW the DLA Telework Policy. All managers and supervisors are responsible for supporting DESC-R in this initiative. Adequate resources will be made available to sustain the Telework program. Supervisors will conduct a formal assessment of each position and employee to determine Telework eligibility.

I look forward to working with the DESC Corporate Leadership in supporting and promoting the Telework initiative and making it a viable program which will enhance mission support.

**RICHARD J. CONNELLY**  
Director

